

**Position:** Project Manager I  
**Division:** Capital Projects Administration  
**Compensation:** \$50,000 - \$59,775 annually (plus benefits)

Provide administrative and technical oversight of design and construction for the City of New Orleans \$1 billion Capital and Community Development Program. Assume overall responsibility for projects being delivered on schedule and within budget. Oversee consultant architecture/engineering firms for design and construction administration. Provide City management with accurate and on-going status reports, recommend solutions for project issue resolution, coordinate design quality control and assurance, and manage contract, budget and claims.

Serve as project manager for various types of municipal facility projects such as parks, community centers, and fire stations. Must be able to manage approximately 30 projects simultaneously and establish strong, productive, collaborative relationships. Work closely with clients and internal staff to define scope of work, resource requirements, budgets, schedules, and deliverables. Prepare and periodically review and/or update project execution plans. Communicate progress effectively with team members and senior management. Provide design and architecture oversight to ensure facilities are designed and constructed to serve the needs of the end user and to reduce maintenance costs. Ensure that project work is completed on time and on budget; focus on meeting contract scope and terms and conditions. Monitor significant deviations/inconsistencies, project progress and take corrective action when needed. Interface daily with external and internal clients in order to review project plans, budgets, status reports, and deliverables. Ensure that work product meets defined standard. Communicate efforts with counterparts and ensure an ongoing positive relationship. Participate in program activities including presentations and communications, contract negotiations, amendments, change orders, and contract claims.

**Preferred candidate shall possess a BA/BS in Architecture or related field.** Advanced degree preferred. Project Management Certification highly desired. Three to five years experience in architecture or construction with a track record of successful delivery of projects on time and within budget. Strong written and interpersonal skills, strong organizational skills, must possess the ability to prioritize assignments and build strong relationships. Must exhibit strong proficiency in Microsoft Word, Excel, and PowerPoint as well as project management systems such as project scheduling, scoping, budgeting, cost analysis, resource analysis, and reporting.